

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Office of the General Manager Office of Staff Counsel 401 W. Peachtree Street Atlanta, Georgia 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 8 1983 83-847 JUN 15 1983	
4. Person to Contact Faye Miller/Sandra Gray		5. Working Title Secretary/Legal Assistant	6. Telephone Number 586-5220
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) Staff Counsel Construction Contracts Plans and Specifications.		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Staff Counsel is responsible for providing legal advice and support, as needed, by the Authority's Board of Directors and staff units with the support of General Counsel and Special Counsel. The Office provides general support for the Rail Program including review and drafting of contract documents, advice and counsel with respect to contract award and administration, and legal representation of the Authority in the defense, negotiation and arbitration/litigation of contract claims. The Office of Staff Counsel, along with General Counsel, provides representation of the Authority in defense of personal injury claims, collection of subrogation claims and similar matters arising out of operation of the bus and rail system. In addition, the Office provides legal services within the scope of general corporate representation, including EEO and personnel matters, labor relations and grievance arbitrations, contractual matters, federal and state regulations and similar matters. The Office also coordinates with the General Manager in determining the need for and scope of outside legal services.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the plans and specifications developed for the construction of the rail rapid transit system. These documents are initially issued to prospective contractors interested in bidding on construction of the rail system. Included are: project drawing books; contract drawing books; contract specification books; and project manuals.			
File is arranged: by Line segments; thereunder by Construction Contract Unit (CCU) number.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Constantly</u> Seven to twelve months old <u>Constantly</u> Thirteen to twenty-four months old <u>10</u> twenty-five months and older <u>4</u> (This rate only declines after a lawsuit is resolved)			
13. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>approx. 5 cubic ft.</u>			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
	<input checked="" type="checkbox"/>	a. Is this the official copy of the series? If not, where is it?
	<input checked="" type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	<input checked="" type="checkbox"/>	c. Is this a vital record?
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	d. Does this series have historical or long term research value?
	<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
<input checked="" type="checkbox"/>		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? the Divisions of Construction Management and Contracts & Procurement
	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
	<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | <u>11</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Needed as Staff Counsel's back-up for claims/litigation. The documents retained by the Division of Construction Management are updated with Change Notices, etc. These manuals are also retained as part of the contract in Contracts & Procurement.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other After final settlement of the claim/litigation then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to MARTA Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved <u>[Signature]</u> Department Records Management Officer	Date <u>5/31/83</u>	Approved <u>[Signature]</u> Legal Counsel	Date <u>5/31/83</u>
Approved <u>[Signature]</u> Division Head/Designee	Date <u>5/31/83</u>	Approved <u>[Signature]</u> Division of Audit	Date <u>6/3/83</u>
Approved <u>[Signature]</u> Department Head/Designee	Date <u>6/2/83</u>	Approved <u>[Signature]</u> Department of Archives and History	Date <u>6/14/83</u>
Approved <u>[Signature]</u> Records Management Analyst	Date <u>6/6/83</u>	Approved <u>[Signature]</u> MARTA Management Advisory Committee	Date _____